

Raymond Kelly Richardson  
Superintendent

Barry Golner  
Deputy Superintendent

Mark LeBlanc  
Deputy Superintendent

AKC  
7/8/2021  
1611

To: Eileen Donoghue  
City Manager

From: Raymond Kelly Richardson  
Superintendent of Police

Date: July 7, 2021

Re: Out of State Travel

I respectfully request permission to send two Lowell Police Officers to NYTOA S.W.A.T. Tactical Training Conference & Expo located in Verona, New York. The cost of the conference and the accommodations will be paid for by NEMLEC (The Northeastern Massachusetts Law Enforcement Council). I have supplied a breakdown of costs below. Thank you for your time in this matter.

**Conference:** New York Tactical Officers S.W.A.T Tactical Training Conference & Expo.  
**Location:** Verona, New York  
**Dates to Travel:** August 23 – August 27, 2021  
**Flight:** \$0  
**Hotel:** \$2,590.00 plus taxes (\$259.00 per night x 5 x 2)  
**Conference Cost:** \$700.00 (\$349.50 per person)  
**Mileage/Fuel/Toll/Parking:** Will submit receipts upon return  
**Car Rental:** \$0.00  
**Per Diem:** \$500.00 (\$50.00 x 5 days per person)  
**Number of people:** 2  
**Total:** \$3,790.00